



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/10/2018 Dated November 29, 2018

Indian Institute of Technology Kharagpur is an Institute of National Importance and the first and largest in the chain of IITs engaged in teaching, research and development. IIT Kharagpur is in the process of setting up the first Medical College and Research Centre within the IIT system named **Dr. Bidhan Chandra Roy Super-Speciality Hospital & Research Centre** within the campus of IIT Kharagpur. In the first phase, 400-Bed Super-Speciality Hospital will be commissioned by January, 2019 after obtaining all statutory licenses from the Competent Authority. The vision is to achieve excellence in Education, Clinical governance and Research through dedication and rigour within the autonomy that IIT provides. There will be future expansion & development of the Hospital into a 750-bed Hospital, along with a dedicated Research Wing. The Hospital, through its state-of-the-art technology platform, will provide clinical services across all Specialities and Super-Specialities including Cardiac, Neurosurgery, Transplantation, Trauma and Oncology.

Keeping in perspective the operational plan of the Hospital, the Institute invites online applications from the Indian Nationals for the following posts.

The positions are 'Full-Time' and the appointment shall be made on contract basis for a period of three (3) years on yearly renewal basis , subject to review of performance.

Sl. No.	Name of the post (s)	No of vacancy (Un Reserved)	Salary
1	Project Officer-Operations	1	Consolidated remuneration upto Rs. 1,50,000/- per month
2	Project Officer-Human Resource	1	Consolidated remuneration upto Rs. 1,50,000/- per month
3	Project Administrative Officer	1	Consolidated remuneration upto Rs. 70,000/- per month
4	Project Engineer	1	Consolidated remuneration upto Rs. 70,000/- per month

In addition to the salary mentioned above on campus accommodation will be provided, subject to deduction of licence fee & other charges as per Institute norms.

The qualification, experience, remuneration and age limit for the above post (s) are as under:

1. Project Officer- Operations

Remuneration : Consolidated remuneration upto Rs. 1,50,000/- per month in commensurate with qualification & experience.

Essential Qualification :

Master's degree with at least 55% marks in aggregate from recognized and reputed universities in India/overseas or its equivalent grade of 'B' in the UGC 7 point scale with Professional Post Graduate Degree/Diploma of 2 years' duration in Health Care Management.

Essential Experience :

Minimum 15 years post qualification experience in a Hospital having atleast 250 beds or in allied service industry out of which 8 years shall be in Level 12 of Pay Matrix Rs. 78800-209200/- (Pre-revised: PB-3, GP Rs. 7600/-) and above or an equivalent level.

Desirable :

- (1) Good Academic Background;
- (2) Having hands-on experience in setting up 'Green-field' Super-specialty research hospital.

Role & Competencies : Development of SOPs, Obtaining Statutory permissions, Tariff planning, Medical & other equipment planning, Market understanding, Operationalisation of functional units (OPD, Dialysis, ER etc.), Budget Management, P&L management

Maximum age limit: Preferably below 57 years.

2. Project Officer - Human Resource

Remuneration : Consolidated remuneration upto Rs. 1,50,000/- per month in commensurate with qualification & experience

Essential Qualification :

Master's degree with at least 55% marks in aggregate from recognized and reputed universities in India/overseas or its equivalent grade of 'B' in the UGC 7 point scale with Postgraduate Degree/Diploma of 2 years' duration in Human Resource Management.

Essential Experience:

Minimum 15 years post qualification experience in healthcare/service industry involving 500-750 personnel out of which 8 years shall be in Level 12 of Pay Matrix Rs. 78800-209200/- (Pre-revised: PB-3, GP Rs.7600/-) and above or an equivalent level.

Desirable:

- (1) Postgraduate Degree in Sociology/Psychology
- (2) Good Academic Background;
- (3) Experience in developing, implementing & monitoring HR policies for medium/large health care and/or service industry.

Role & Competencies : Human resource planning, recruitment and induction., Identification of Training need,, Introduction of training programs for continuous improvement, Employees' statutory compliance

Maximum age limit: Preferably below 57 years.

3. Project Administrative Officer

Remuneration : Consolidated remuneration upto Rs. 70,000/- per month in commensurate with qualification & experience

Essential Qualification:

Master's degree with at least 55% marks in aggregate from recognized and reputed universities in India/overseas or its equivalent grade of 'B' in the UGC 7 point scale with Postgraduate Degree/Diploma in Management of 2 years' duration.

Essential Experience:

Minimum five (5) years hands-on experience in a medium/large health care and or service industry in Level 10 of Pay Matrix Rs.56100-177500/- (Pre-revised : PB-3, GP Rs. 5400/-) or an equivalent level.

Desirable:

- (1) Good academic background with communication fluency written & verbal in English& Regional Languages ;
- (2) Good knowledge in Word, Excel, Power-point;
- (3) Liasoning ability

Role & Competencies : Plan, Co-ordinate & Implement administrative functions e.g. documentation, project planning & basic market research in a streamlined manner. Manage Schedules and deadlines. Organise and supervise office activities including providing Secretarial & Executive assistance.

Maximum age limit: Preferably below 45 years.

4. Project Engineer

Remuneration : Consolidated remuneration upto Rs. 70,000/- per month in commensurate with qualification & experience

Essential Qualification:

First Class B.E./B.Tech/M.Sc degree or equivalent in Computer Science and Engineering/ Information Technology or MCA or equivalent from a recognized University/Institute of repute.

Essential Experience:

At least 15 years of post qualification demonstrated experience in managing IT operations of 500+ bed hospital in a lead role out of which 5 year in Level 10 of Pay Matrix Rs.56100-177500/- (Pre-revised : PB-3, GP Rs. 5400/-) or its equivalent level.

Desirable:

- (1) Good Academic Background
- (2) Experience in dealing with health care soft-ware including SNOMED-CT, Business Analytics & CDSS.

Role & Competencies: Overall planning of IT infrastructure through liaisoning with Consultants, Assist in selection of product, Supervise customisation & implementation, Troubleshooting, Software system maintenance, Knowledge of Business intelligence system.

Maximum age limit: Preferably below 45 years.

General Instructions

1. Reservation for ST / SC / OBC / PWD / Ex-Serviceman as per Government of India Rules.
2. Age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD) and women candidates is applicable as per Government of India norms. Age relaxation is also applicable those are working in IIT system.
3. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Institute/Medical Colleges/Research Institution.
4. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
5. Candidates applying for more than one post should apply separately for each post.
6. Candidates should submit their SC/ST/OBCs/Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim.
7. Degree as referred above should have been awarded by a recognized University / Institute.
8. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
9. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
10. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.
11. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
12. The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
13. Incomplete applications or applications without self-attested copies of certificates/ testimonials or received after the last date are liable to be rejected.
14. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

15. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Written Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post.
16. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **21.12.2018**.
17. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in>>> **Quick Links >> Non-Teaching Positions**] on or before **21.12.2018** and send a signed hardcopy print out of online application to "**Assistant Registrar (E-III), Indian Institute of Technology Kharagpur-721302, West Bengal, India**". **The last date for receipt of hard copy of application is 26.12.2018. Unless the hardcopy is received, the application will not be considered. The envelope should be superscribed with the name of the post applied for.**
18. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

For any other details please contact through - **Phone:** 03222-282139/282137, **Fax:** 03222-282020, **Email:** recsec@adm.iitkgp.ernet.in

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.

कुलसचिव/Registrar